

NAF VACANCY ANNOUNCEMENT NO. 07-05N
11 May 2005

NAF VACANCY ANNOUNCEMENT
TOBYHANNA ARMY DEPOT
TOBYHANNA, PENNSYLVANIA 18466-5077

TYPE OF VACANCY:	Non-Appropriated Fund Vacancy
OPENING DATE:	19 May 2005
FIRST CUTOFF:	26 May 2005
CLOSING DATE:	UNTIL FILLED
JOB TITLE, SERIES AND GRADE:	Motor Vehicle Operator, Bus Driver, NA-5703-07
STARTING RATE:	\$12.92 per hour
LOCATION:	D/Community Services Community Recreation Division
AREA OF CONSIDERATION:	All Nonappropriated Fund Activities and Outside Sources
TYPE OF APPOINTMENT:	FLEXIBLE Temporary not to exceed 30 September 2005
DUTY SCHEDULE:	Flexible work schedule
NUMBER OF VACANCIES:	1

STANDARD REQUIREMENT: DIRECT DEPOSIT IS REQUIRED. As a condition of employment, candidates appointed, competitively promoted, or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.

NOTICE: IN ACCORDANCE WITH ARMY REGULATION 215-3, APPLICANTS MUST PRESENT THEIR SOCIAL SECURITY CARD TO THE NAF HUMAN RESOURCES OFFICE BEFORE THEY CAN BE APPOINTED. FAILURE TO PROVIDE THIS INFORMATION WILL RESULT IN DENIAL OF EMPLOYMENT.

NOTICE: MALE APPLICANTS BORN AFTER DECEMBER 31, 1959 MUST COMPLETE A PRE-EMPLOYMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE REGISTRATION.
BENEFITS: NONE

SUMMARY OF DUTIES:

Drives passenger buses regardless of gross vehicle weight and passenger van from 26,000 to 32,000 pounds on long or short hauls on the installation, public roads, and city streets in all types of traffic conditions. Assists with loading and unloading passengers and materials. Ensures vehicle is not loaded beyond the rated capacity by checking passenger load, and by visual observation. Completes trip tickets and preventive maintenance service records. Fills out driver's accident report in case of accident. Performs driver's maintenance in accordance with established rules and regulations.

SPECIAL CONDITIONS OF EMPLOYMENT:

All required background checks of AR 215-3, Chapter 2-13; i, must be successfully completed and maintained to include the initiation/completion of Child and Youth National Agency Check with Inquiries (CNACI). A satisfactory Local Agency Check (LAC) will be required. A health assessment is required for physical suitability. Possess and maintain the physical ability to lift and carry up to 40 pounds, walk, bend, and stoop and stand on a routine basis. Duties may involve working both indoors and outdoors. Documentation of good mental and physical health and freedom from communicable disease. Satisfactory completion (no convictions of child abuse, molestation, neglect, or battering; or drug related offense) of Local and National Background Checks.

QUALIFICATION REQUIREMENTS:

Applicants must:

- Possess a high school diploma or GED certificate.
- Be able to communicate in English (both written and verbal).
- Be 18 years of age at the time of appointment.

Possess knowledge of height, weight, width, and length of vehicle in order to judge overhead and side clearances, turning radius and braking distance.

Possess knowledge of safety rules and traffic regulations.

Possess skill in selecting shortest and safest route.

Possess ability to recognize hazardous conditions.

Possess ability to drive in all kinds of weather and in all types of traffic at highway speeds over complicated road and interchange systems.

Possess a valid School Bus Driver License.

Have Suitable Child Abuse Clearance.

HOW TO APPLY: Submit completed DA Form 3433 (Optional Application for Non-appropriated Fund Employment) or resume. All applicants must complete a DA Form 3433-1 (Supplement Employment Application Form) and DA Form 3433-2 (Supplement-A Employment Application Form for Child-Youth Services Positions) as a condition of employment. If you have PRIOR MILITARY, a copy of your DD-214 must be attached. Disabled Veterans claiming preference must file proof of disability dated within the last six months. If exercising MILITARY SPOUSE PREFERENCE, proper forms requesting preference must accompany application. Refusal by a spouse to participate in established recruitment procedures (i.e., interview, KSA's where required, etc.) is considered a declination of employment and is a basis for termination of SPOUSE EMPLOYMENT PREFERENCE entitlement for the current PCS of the sponsor. Information and forms are available at: TOBYHANNA ARMY DEPOT, CIVILIAN PERSONNEL ADVISORY CENTER, Attn: PECP-NER-T/R (NAF), 11 HAP ARNOLD BOULEVARD, TOBYHANNA, PA 18466-5077. The Job Information Desk is open Monday through Friday from 12:30 p.m. until 3:00 p.m. Applications and requested forms must be received at the above address no later than close of business 16 May 2005 in order to be considered during the first cutoff.

EMPLOYMENT PREFERENCE: (1) Military Spouses; (2) Involuntary Separated Military Members/Family Members; (3) Current or Former NAF Employees; (4) Outside Applicants, Veterans; (5) Outside Applicants – Non-Veterans.

Spouse Employment Preference (SEP): Family spousal preference will be afforded to those persons whose husband/wife is an active duty member of the Armed Forces. Eligibility for this preference will be verified by the spouse's PCS (Permanent Change of Station) orders. Applicants must meet minimum qualification requirements for the position. Persons who feel that they meet the requirements for spousal preference can claim preference for positions at grade levels NF-03 and below and for NA, NL, or NS positions.

Involuntarily Separated Military (ISM): Members of the Armed Services who are involuntarily separated, and their family members can claim preference for positions at grade levels NF-03 and below and for NA, NL, or NS positions.

DEPARTMENT OF THE ARMY NONAPPROPRIATED FUND INSTRUMENTALITIES ARE EQUAL OPPORTUNITY EMPLOYERS.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE SERVICING NAF CIVILIAN PERSONNEL OFFICE. REQUESTS FOR REASONABLE ACCOMMODATIONS ARE MADE ON A CASE-BY-CASE BASIS.

For additional information, please contact the undersigned at (570) 895-7293.

Donna Rymond
Human Resources Assistant